

**DBE GOAL PROJECT  
ENGINEERING AND RELATED SERVICES  
JULY 9, 2010**

**STATE PROJECT NO. 700-17-0209  
F.A.P. NO. AC-NH-1710(510)  
INCREASE CAPACITY OF I-10 FROM  
BRIDGE TO I-10/I-12 SPLIT  
ROUTE I-10  
EAST BATON ROUGE PARISH**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of contract execution.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

**Project Managers** – Mike Schiro and Tom Bartkiewicz

All inquiries concerning this advertisement should be sent in writing to Debbie. Guest@LA.gov.

**PROJECT DESCRIPTION**

The selected Consultant will provide all planning, public outreach, engineering and environmental services necessary to develop feasible improvements and obtain an environmental decision to implement improvements to I-10 and I-12 from the LA 415 interchange to the I-10 and I-12 interchanges at Essen Lane. The project will be conducted in two stages. The first stage will be the Stage 0 Feasibility Study. During this stage, the purpose and need for upgrading the I-10 corridor through Baton Rouge will be developed and the means to address identified deficiencies will be proposed. The second stage will be the Stage 1 Planning and Environmental Study. This will be for the preparation of the necessary environmental document to obtain approval to construct the preferred improvement alternative. Detailed descriptions of the tasks will be developed after the Consultant has been selected. This will include the extent to which previous studies prepared for improvements to this section of I-10 will be used towards obtaining approval.

## **SCOPE OF SERVICES**

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 0: Feasibility Studies

Part I: Feasibility Study

Part II: Environmental Inventory

Stage 1: Planning/Environmental

DOTD has produced a number of studies over the years examining numerous strategies to address the congestion and operational problems along the stretch of I-10 in Baton Rouge from the Mississippi River Bridge to the I-10/I-12 split. These studies have indicated the need to provide additional capacity, interchange improvements and other enhancements to improve operations in this corridor. Building on this prior work, DOTD will select a consultant to begin the process of determining what improvements are necessary and how they can be accomplished. This process will be done in two phases.

### **Stage 0: Feasibility Study**

The first phase will examine the purpose of upgrading and the need to improve the I-10 and I-12 corridor in Baton Rouge from LA415 to I-10 and I-12 at Essen Lane.

Toward this end will be the production of a 15-20 minute video to be presented to the public describing the existing I-10 corridor in Baton Rouge. This will include I-10's role as a transcontinental highway important to the national economy and the nation's security. The corridor deficiencies will be determined in the context of local and national needs. Proposed improvements to reduce the deficiencies will be presented. At the conclusion of this stage it will be hoped that the public understands the importance of upgrading the existing facility and that it is demonstrated the benefits to City of Baton Rouge, the State of Louisiana and the United States exceed the costs.

The following is a brief description of the suggested tasks to accomplish the Stage 0: Feasibility Study:

1. Assess and describe the role of I-10 in global trade, interstate commerce and local needs
2. Conduct an environmental inventory along the corridor and in the area.
3. Assess and describe current deficiencies.
4. Develop traffic forecasts
5. List future traffic concerns
6. Assess corridor context to identify potential mitigation and enhancement measures.
7. Prepare the preliminary purpose and need statement for the project
8. Develop preliminary corridor improvement alternatives that meet the above purpose and need and develop the methodology for screening these

- alternatives and produce a high quality computer generated visualization of the alternate(s).
9. Conduct preliminary noise analysis
  10. Prepare 15-20 minute video to be shown to the public presenting the information developed in the previous tasks.
  11. Present results to and obtain input from the MPO Technical and Policy committees and the public and the resource agencies
  12. Prepare results in document form.

### **Stage I Preparation of Environmental Document**

After the completion of Stage 0 and the public's reaction has been gauged and at the DOTD's discretion, a decision will be made as to how to proceed with the environmental process. This will be accomplished by coordination with the Federal Highway Administration as to whether an Environmental Assessment or an Environmental Impact Statement is required.

In either case, Stage 1 will minimally require the consideration of the following:

1. Development of a plan for coordinating with the public and agencies. This Coordination Plan is to include extensive public involvement and public outreach which will build on the results of Stage 0 and the finding and analyses in Stage 1 including a final public hearing. The Coordination Plan will also include interagency meetings with cooperating and participating agencies including an initial scoping meeting and the development of a schedule for the completion of the environmental review process.
2. Engineering studies necessary to develop alternatives considered to the extent necessary to complete the environmental stage.
3. Conduct technical studies to determine social, economic and environmental impacts at a level of detail consistent with the requirements of the National Environmental Policy Act and other applicable laws and regulations
4. Preparation of a preliminary Environmental Assessment or Draft Environmental Impact Statement
5. Preparation of a Finding of No Significant Impact or Final Environmental Impact Statement and Record of Decision
6. Preparation of a Mitigation Plan
7. Preparation of an Implementation Plan with cost estimates in the year of expenditure
8. Preparation of a Project Management Plan in accordance with Federal guidelines

Upon selection of the consultant team, a detailed scope of services will be developed for Stage 0 from which a man-hour estimate can be made and the contract cost can be determined. At the conclusion of Stage 0, a detailed scope of services will be developed for Stage I.

## **REFERENCES**

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

## **COMPENSATION**

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a negotiated fixed fee, with a maximum compensation limitation.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

Within 15 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 45 calendar days following the notification of selection. All negotiations must be completed within 90 calendar days following the notification of selection.

## **CONTRACT TIME**

The overall contract time will be negotiated based on the work plan. The Consultant will proceed with the services for Stage 0, as specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The delivery schedule for all project deliverables will be established by the Project Manager based on the work plan.

## **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be professionally competent in preparing planning and environmental documents.
2. At least one Principal or other Responsible Member of the Prime-Consultant must have at least five years of professional experience in preparation of planning and environmental documents, with a corresponding support staff.
3. The Prime-Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
  - a. An environmental professional with a minimum of three years experience in the preparation of Environmental Impact Statements in accordance with the National Environmental Policy Act (NEPA) for the Federal Highway Administration. This individual shall have completed “NHI Course No. 142005, National Environmental Policy Act and Transportation Decision Making” or its equivalent.
  - b. An environmental professional with a minimum of three years experience with highway traffic noise analysis.
  - c. An environmental professional with a minimum of three years experience with air quality analysis in accordance with FHWA guidelines.
  - d. An individual with a degree in biology or related field with at least three years experience in wetlands delineation.
  - e. An individual qualified in conducting archaeological work and meeting the qualifications published in the Louisiana Register, dated April 20, 1994.
  - f. A support staff of professionals required to perform or assist in performing ecological, archaeological, or other environmental work.
  - g. The person responsible for the cultural resources work shall have completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council on Historic Preservation or equivalent training.
  - h. A professional or professionals with a minimum of five years experience in public involvement, community outreach, and environmental justice issues.

- i. An individual with a minimum of five years experience in producing computer generated simulations and video presentations with a corresponding support staff.
- j. An individual with a minimum of five years experience in travel demand modeling.
- k. Two Professional Civil Engineers, one with at least five years of professional experience in roadway design and one with at least five years of professional experience in bridge design, both with a corresponding support staff.

### **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

- 1. Consultant's firm experience on similar projects, weighting factor of 5;
- 2. Consultant's personnel experience on similar projects, weighting factor of 6;
- 3. Consultant's firm size as related to the estimated project cost, weighting factor of 2;
- 4. Consultant's past performance on similar DOTD projects, weighting factor of 6; \*
- 5. Consultant's current work load with DOTD, weighting factor of 1;
- 6. Location where the work will be performed, weighting factor of 2;
- 7. A work plan and schedule of how the tasks will be accomplished, weighting factor of 11;

\* The past performance rating shall be a composite rating of PL (Planning and Feasibility Studies) 20%, and EN (NEPA Studies) 80%.

Complexity Level for this project is **complex**.

Consultants will be evaluated as indicated in Items 1- 7. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

## **Communication Protocol**

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie L. Guest – Ex officio
2. Tom Bartkiewicz – Project Manager
3. Jodi Conachen
4. Noel Ardoin
5. Guy Leonard
6. Ray Mumphrey

## **Rules of Contact** (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

## CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

**DBE** – The selected Consultant/Team will have a DBE/WBE goal of 8% of the contract fee. DBE participation will be limited to the firms listed on the LA DOTD approved certification list.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

## SUBMITTAL REQUIREMENTS

One original (**stamped original**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

All submittals must also include **one original** and **five copies** of a work plan and schedule of how the tasks will be accomplished. This is to be an attachment to the SF 24-102 and can be no more than ten pages in length.



Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with **State Project No. 700-17-0209**, and will be submitted **prior to 3:00 p.m. CST on Monday, August 9, 2010**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Ms. Debra L. Guest, P.E.  
Contracts Administrator  
1201 Capitol Access Road, **Room 405-T**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1989

### **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.